

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 10, 2017

Closing Date: October 16, 2017

**Administrative Specialist I (Pay Grade 7)
Family Division, Child Protection Unit, Sussex County**

Job Responsibilities and Duties:

This position provides secretarial support for the Deputy Attorneys General in the Family Division, Child Protection Unit, in Sussex County. This secretary will handle the administrative aspect of processing all Substantiation matters for the unit, including the preparation of Substantiation petitions/motions, tracking related criminal proceedings, tracking necessary publication, drafting subpoenas and ensuring notification of hearings to case workers and witnesses. This secretarial position is expected to handle a heavy volume of telephone and email contact with the client agency, Family Court, and members of the public. Duties include case management for Dependency/Neglect cases (logging, updating, tracking), scheduling/rescheduling hearings, drafting letters and pleadings, and preparing legal briefs to file with the Court. This secretarial position will be expected to E-file and will be trained in the process if not already experienced.

Minimum Qualifications:

- Must be detail-oriented
- Must be well-organized
- Must be able to work independently
- Must be proficient in Microsoft Word and Excel
- Must possess excellent spelling, grammar and proofreading skills
- Must be able to answer heavy volume of telephone calls and multi-task while ensuring accuracy with messages and follow up
- DELJIS experience is a plus
- Prior legal secretarial experience is a plus

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.